



**UNSW**  
SYDNEY

School of Social Sciences  
UNSW Arts, Design and Architecture

# SOSS3003

Policy Analysis

Term 3, 2022



# **Course Overview**

## **Staff Contact Details**

### **Convenors**

Name	Email	Availability	Location	Phone
Bingqin Li	<a href="mailto:Bingqin.li@unsw.edu.au">Bingqin.li@unsw.edu.au</a>		off campus	Please contact me via email

## **School Contact Information**

School of Social Sciences

Room 159

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## Acknowledgement of Country

UNSW Arts, Design and Architecture Kensington and Paddington campuses are built on Aboriginal Lands. We pay our respects to the Bidjigal and Gadigal peoples who are the Custodians of these lands. We acknowledge the Aboriginal and Torres Strait Islander peoples, the First Australians, whose lands, winds and waters we all now share, and pay respect to their unique values, and their continuing and enduring cultures which deepen and enrich the life of our nation and communities.



Image courtesy of the Office of the Pro Vice-Chancellor Indigenous [UNSW's Indigenous strategy](#)

## **Course Details**

### **Units of Credit 6**

### **Summary of the Course**

This course asks what are some concrete ways to contribute to and influence policy? In this course, you will gain experience in dealing with 'real world' policy problems through a series of case studies on topics drawn from current policy issues. You will develop skills in problem analysis, working in groups, and oral and written communication (including submission writing). You will also develop an understanding of the practical constraints faced by social scientists working in applied policy settings.

### **Course Learning Outcomes**

1. Investigate policy problems, issues or concerns through contemporary policy case studies
2. Apply theory to real world policy domains to critically distill the problems, issues or concerns of relevance to the area
3. Undertake in-depth analysis of a policy problem, issue or concern by developing policy briefing skills
4. Demonstrate a strong awareness of the complex and dynamic nature of professional policy work

### **Teaching Strategies**

In this course, you will be critically analysing a policy issue through structured hands-on activities. The course is a great opportunity to apply the knowledge you have acquired in SRAP policy courses so far. Our approach is premised on the belief that effective learning takes place when students are actively engaged in the learning process. You will be receiving theoretical knowledge in the lectures, which you can then apply in the workshops. You will be expected to engage with the material and prepare for the workshops and lectures to benefit from your learning experience.

## Assessment

Assessment task	Weight	Due Date	Course Learning Outcomes Assessed
1. Case Study Presentation and Discussions 1	20%	In-class week 5	1, 2, 3, 4
2. Policy Briefing Paper 1	30%	26/10/2020 06:00 PM	1, 2, 3, 4
3. Case Study Presentation and Discussions 2	20%	In-class week 9	1, 2, 3, 4
4. Policy briefing paper 2	30%	23/11/2020 11:59 PM	1, 2, 3, 4

### Assessment 1: Case Study Presentation and Discussions 1

**Due date:** In-class week 5

You will prepare a 10 minute presentation or role play as defined by a Case Study Leader for a 5 week seminar series that addresses a topical policy issue. Each case study component is taught by a case study leader who is a specialist in a particular field of policy-making and will design a case study seminar that reflects real world policy practice.

#### Additional details

Presentations will take place during your tutorials in week 5

### Assessment 2: Policy Briefing Paper 1

**Assessment length:** 1,200 words

**Due date:** 26/10/2020 06:00 PM

Based on what you learn in the case study seminars, you will prepare a 1,200 word policy briefing paper that addresses the key policy issues for case study 1. With the guidance of the case study leader, the briefing paper will analyse the key issues, challenges and recommendations for action for each of the case studies.

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

#### Additional details

Please see Moodle for further details.

### Assessment 3: Case Study Presentation and Discussions 2

**Due date:** In-class week 9

You will prepare a 10 minute presentation or role play as defined by a Case Study Leader for a 5 week seminar series that addresses a topical policy issue. Each case study component is taught by a case study leader who is a specialist in a particular field of policy-making and will design a case study seminar

that reflects real world policy practice.

#### **Additional details**

Additional details will be announced on Moodle.

### **Assessment 4: Policy briefing paper 2**

**Assessment length:** 1,200 words

**Due date:** 23/11/2020 11:59 PM

Based on what you learn in the case study seminars, you will prepare a 1,200 word policy briefing paper that addresses the key policy issues for case study 2. With the guidance of the case study leader, the briefing paper will analyse the key issues, challenges and recommendations for action for each of the case studies.

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

#### **Additional details**

Please see Moodle for additional information.

# Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

## Course Schedule

[View class timetable](#)

### Timetable

Date	Type	Content
Week 1: 12 September - 16 September	Lecture	Introduction to policy analysis
Week 2: 19 September - 23 September	Lecture	Theories and approaches to policy analysis
Week 3: 26 September - 30 September	Lecture	Process of policy analysis
Week 4: 3 October - 7 October	Lecture	Analysing the policy context: history and dimensions
Week 5: 10 October - 14 October	Lecture	Analysing policy process
Week 6: 17 October - 21 October	Reading	There is no lecture this week. Reading week
Week 7: 24 October - 28 October	Lecture	Analysing policy system: stakeholders, institutions and networks
Week 8: 31 October - 4 November	Lecture	Evaluating policy
Week 9: 7 November - 11 November	Lecture	Styles of policy analysis
Week 10: 14 November - 18 November	Lecture	Communicating policy analysis

# **Resources**

## **Prescribed Resources**

All readings and other resources will be available digitally via Leganto and a link to it is included in Moodle.

There are three types of readings

Weekly mandatory readings

Weekly optional readings

Key textbook references (optional)

## **Recommended Resources**

All readings and other resources will be available digitally via Moodle.

## **Course Evaluation and Development**

Feedback will be sought at different stages of the course using simple surveys in Moodle to encourage students to make suggestions for improvement. Staff members will respond to the students' queries and suggestions.

Students can also make suggestions on the discussion forum in Moodle or make suggestions face-to-face during the tutorials and with the course convenor during the weekly office hour.

Final feedback via MyExperience will be required at the end of the term.

# **Submission of Assessment Tasks**

## **Turnitin Submission**

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on [externaleltsupport@unsw.edu.au](mailto:externaleltsupport@unsw.edu.au)

Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin, you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support, you will automatically receive a ticket number, but if you telephone, you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, alternative submission details will be stated on your course's Moodle site. For information on how to submit assignments online via Moodle:

<https://student.unsw.edu.au/how-submit-assignment-moodle>

## **Late Submission Penalty**

UNSW has a standard late submission penalty of:

- 5% per calendar day,
- for all assessments where a penalty applies,
- capped at five calendar days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request [Special Consideration](#) as early as possible before the deadline. Support with [Time Management is available here](#).

## Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

- Copying: Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.
- Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
- Collusion: Working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student for the purpose of them plagiarising, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.
- Inappropriate citation: Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.
- Duplication ("self-plagiarism"): Submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

The UNSW Academic Skills support offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. One of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items. UNSW Library has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW, but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time
- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

## **Academic Information**

Due to evolving advice by NSW Health, students must check for updated information regarding online learning for all Arts, Design and Architecture courses this term (via Moodle or course information provided).

Please see: <https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines> for essential student information relating to:

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Dean's List;
- review of results;
- credit transfer;
- cross-institutional study and exchange;
- examination information;
- enrolment information;
- Special Consideration in the event of illness or misadventure;
- student equity and disability;

And other essential academic information.

## **Image Credit**

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## **CRICOS**

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